

# Booking Data

## 1. Current Forms

These forms contain the data fields that the teacher needs to fill in.

### Current booking request form 1 - Schools only Tuesday

\* Required

Teacher and School Details

1. First name \*

Enter your answer

2. Surname \*

Enter your answer

3. School \*

Enter your answer

4. What is your teaching area? \*

Enter your answer

5. Email address \*

Enter your answer

6. Mobile number \*

Enter your answer

7. What is your first date preference? *Please note: Workshop availability for Term 1 and 2 is limited. Please contact our team to discuss on 03 8344 1420 or via email: [school-bookings@unimelb.edu.au](mailto:school-bookings@unimelb.edu.au).* \*

☐ Tuesday 25 June 2024

### Current booking request form 2 - Other Workshop Forms

Science Gallery Melbourne

2024 Excursions Request Form

Hello and thank you for your interest in booking a workshop at Science Gallery.

Please submit one booking request per program/engagement. Please fill out the details below and leave any comments that may assist us with processing your request. Our dedicated Learning Experiences Team will be in contact to confirm the booking as soon as they can.

**School Excursions are available Tuesday - Friday.**  
*Please note: Workshop availability for Term 1 and 2 is limited. Please contact our team to discuss on 03 8344 1420 or via email: [school-bookings@unimelb.edu.au](mailto:school-bookings@unimelb.edu.au).*

Please note: you are able to book free Exhibition Visits instantly online: [melbourne.sciencegallery.com/school-excursions](https://melbourne.sciencegallery.com/school-excursions)

\* Required

Teacher and School Details

1. First name \*

Enter your answer

2. Surname \*

Enter your answer

3. School \*

Enter your answer

4. What is your teaching area? \*

Enter your answer

5. Email address \*

Enter your answer

6. Mobile number \*

Enter your answer

Next

Page 1 of 2

Never give out your password. [Report abuse](#)

ested in?

**Two modules:** NOT NATURAL TOUR + (U  
break)

**Two modules:** NOT NATURAL TOUR + CH  
unch break)

**Three modules:** NOT NATURAL TOUR + (U  
OP at 9:30am-2:15pm (with a 15min reces

ference? *Please note: Workshop a  
am to discuss on 03 8344 1420 or*

dents will be attending? \*

um 50 students

? \*

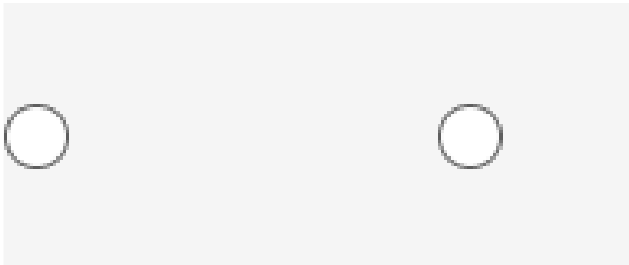
*for Term 1 and 2 is limite*  
[ool-bookings@unimelb.edu.au](mailto:ool-bookings@unimelb.edu.au)

*for Term 1 and 2 is limite*  
[ool-bookings@unimelb.edu.au](mailto:ool-bookings@unimelb.edu.au)

FREE modules, what time

n-12pm

12pm-1pm



What is the focus of this group? \*

How many students (0-1000) School? \*

How many teachers? \*

Do you have any specific needs that we should be aware of? If you have any special requirements, or if you have any other needs, or if it could be that attending students

Do you know?

If the teacher is different to the teacher attending

If you are attending one of our paid modules, which program are you attending? If you are attending more than one module in a day, skip this question

9:30am-10:45am

11am-12:15pm

☐☐☐☐☐☐☐☐☐☐☐☐

If you are attending more than one module on one day, please select all that apply

**Sustainable Communities** 11am-2:15pm

**Tour** 11am-2:15pm (with a 45min lunch break)

**11am-2:15pm** (with a 45min lunch break)

**Sustainable Communities + Tour** 11am-2:15pm (with a 45min lunch break)

GM Excursions mailing list? \*

ence Gallery's excursions?

minutes + **Tour** 11am-2:15pm (with

**Tour** 11am-2:15pm (with a 45min lunch b

**Sustainable Communities + Tour** 9:30

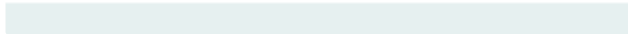
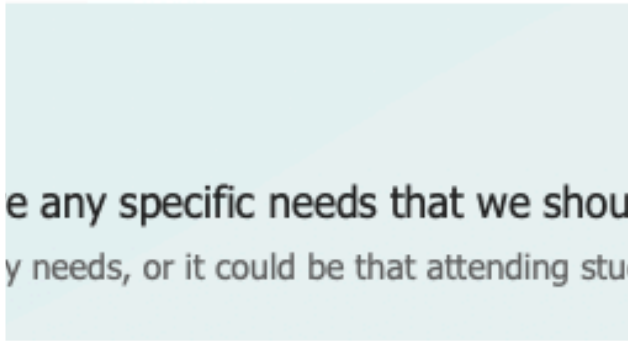
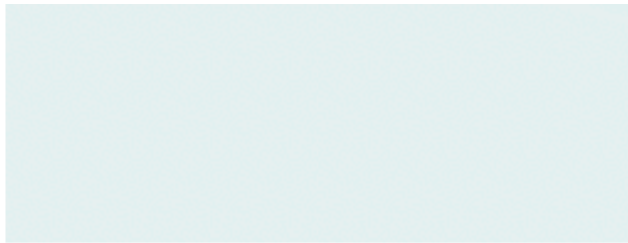
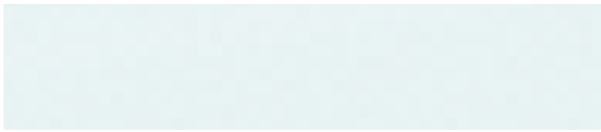
**+ Tour** 9:30am-2:15pm (with 15min re

c

l or can  
s before  
number

is the focus of this group? \*

000) school? \*



ow?

er different to the teacher attending

Excursions mailing list? \*

Gallery's excursions?

e amended or cancelled by e  
til 14 days before the excurs



registered number of students

2. Current Excel

The table below summarises the data fields that the science gallery staff required to manage booking requests.

DELIVERY	COHORT	CONTACT	ACTIONS	Invoice Details	Notes	Check-in / Bus	Budget
PROGRAM STREAM	SCHOOL (repeated)	FIRST NAME	Accessibility Needs Communicated	Amount		40 Day Check-in	\$ Per Student
FACILITATORS	ORGANISATION/UoM Department	LAST NAME	Allergen and Anaphylaxis Communicated	ABN		Status	Days Remaining
STATUS	STUDENT YR	FULL NAME		Invoice number		Notes	LEFs Required
DELIVERY LOCATION	STUDENT # (registered)	EMAIL ADDRESS				Status	Program Time
SCHOOL	STUDENT Hrs (registered)	PHONE NUMBER				Quote #	PU/PD Time
PROGRAM DATE	STUDENT # (attended)	TEACHING AREA/JOB TITLE				Price w/o GST	LEF Shift (hours)
TERM	STUDENT #Hrs (attended)					Price in full	
TIME (START)	LGA					Credit Surcharge	Money Expenses
TIME (END)	Low SES. Y/N?					Date paid	Money Income
TIME (RUN)	ACCESSIBILITY NEEDS					Card Owner	Profit
REPORTING >3hrs	ALLERGENS & ANAPHYLAXIS					Invoice #	
MODULE 1	ADDITIONAL COMMENTS					Saved receipt	
MODULE 2						Enter into Expense Master	
MODULE 3						Pin/Categorise Email	
EXHIBITION						Times in MSC	
AMENDMENTS/ NOTES							
BUS REQ.							
BUS BOOKED							

